

Rogers State University

Faculty Senate Minutes

September 8, 2006

The RSU Faculty Senate held a meeting September 8, 2006, at 1:15 p.m. in the basement of the Auditorium.

MEMBERS present were

Paul Hatley (Chair)

Sally Emmons (Secretary)

Terry Sutton (Parliamentarian)

David Newcomb (Treasurer)

Emily Dial-Driver (Senator, Communications and Fine Arts)

Kimberly Graham (Senator, Health Sciences)

Peter Macpherson (Senator, Applied Technology)

Sharon Fernlung (Senator, Social and Behavioral Sciences)

MaryRose Hart (Senator, Business)

MEMBERS absent were

Don Glass (Senator, Math and Science)

VISITOR: Ray Hope, SGA President

OLD BUSINESS

The Faculty Senate reviewed President Wiley's recent increase in summer faculty salaries for 2006 and discussed the possibility of requesting an increase in faculty salaries for summer 2007.

NEW BUSINESS

Committee List: The Faculty Senate restructured the committee list for 2006-2007 so that full-time faculty instructors will now serve on university committees (see attached committee list).

Proposition to revise the Faculty Association Constitution: Following discussion of the Faculty Association's Constitution, it was agreed that the following revisions need to be made: 1) The Constitution will need to be revised to reflect the creation of new departments on campus as reorganization occurs; 2) The Constitution's wording needs to be revised so that department heads are allowed to serve as members on the Faculty Association, but not on the Faculty Senate; 3) To align RSU with other national university systems, the professional library staff should be allowed to serve as members on the Faculty Association. Emily Dial-Driver will make proposed changes to the Constitution and will submit them to the Faculty Senate for review.

OneNet: SGA President Roy Hope explained that individual student clubs on campus are experiencing problems contacting their members because they do not have individual student club e-mail accounts. The SGA proposes that clubs be given e-mail accounts so that information can be disseminated directly to clubs. The club's President and faculty advisor would have access to the accounts for incoming and outgoing mail. On behalf of the SGA, he requests support from the Faculty Senate on this issue (see attached memo).

Soldier Field: Soldier Field is undergoing renovation so that it will become a collegiate soccer three-lane asphalt track. The Senate unanimously agrees that despite cost, this track should be "joint friendly" so that it will better serve students, faculty, and the community (see attached memo).

Universal Textbook Issue: According to section 3.2 of the Policies and Procedures Manual, any course with multiple sections should use a uniform main textbook. Should the policy be different for upper-division and lower-division

courses? Should the Faculty Senate send forth a policy to amend this policy, making it clear that only lower-division, general-education courses will use the same textbook? Discussion on this issue will be resumed at the next meeting.

MOTIONS

OneNet: It was moved, seconded, and passed to send a memorandum to President Wiley supporting SGA's request that campus clubs on campus be allowed to have student club e-mail accounts.

Soldier Field: It was moved, seconded, and passed to send a memorandum to President Wiley requesting that the surface of the three-land track be "joint friendly."

NEXT MEETING

The next meeting of the Faculty Senate will be October 13, 2006, at 1:15 p.m. in the Stratton Taylor Library Conference Room.

SUBMITTED BY Sally Emmons, Secretary

APPROVED October 13, 2006

ROGERS STATE UNIVERSITY FACULTY SENATE
SEPTEMBER 10, 2006 ATTACHMENTS TO MINUTES

TO: Dr. Joe Wiley, President, Rogers State University

FROM: Paul Hatley, Chair

DATE: September 10, 2006

SUBJECT: Proposed Change to OneNet

The Faculty Senate unanimously agrees with the Student Government Association's recent request that individual student clubs be allowed individual e-mail accounts for incoming and outgoing mail. This will allow clubs to communicate more effectively with members, and will enrich student life.

ROGERS STATE UNIVERSITY FACULTY SENATE

SEPTEMBER 10, 2006 ATTACHMENTS TO MINUTES

TO: Dr. Joe Wiley, President, Rogers State University

FROM: Paul Hatley, Chair

DATE: September 8, 2006

SUBJECT: Renovation of Soldier Field

The Faculty Senate supports recent renovations of Soldier Field but proposes that rather than paving the three-lane running track with asphalt, that a rubberized surface be installed. Even though initial outlay may appear cost prohibitive, this will better serve students, faculty, and the community.

Rogers State University

Faculty Senate Minutes

October 13, 2006

The RSU Faculty Senate held a meeting October 13, 2006, at 1:15 p.m. in room 303 of the Stratton Taylor Library.

MEMBERS present were

Paul Hatley (Chair)

Sally Emmons (Secretary)

Terry Sutton (Parliamentarian)

David Newcomb (Treasurer)

Emily Dial-Driver (Senator, Communications and Fine Arts)

Kimberly Graham (Senator, Health Sciences)

MaryRose Hart (Senator, Business)

MEMBERS absent were

Don Glass (Senator, Math and Science)

Sharon Fernlund (Senator, Social and Behavioral Sciences)

Peter Macpherson (Senator, Applied Technology)

APPROVAL OF MINUTES

It was moved, seconded, and passed to accept the September 8, 2006, minutes.

OLD BUSINESS

There has been no response from President Joe Wiley regarding the memo in support of OneNet, and the memo regarding the surfacing of Soldier Field.

NEW BUSINESS

Faculty Approval of Adjunct Instructors: The Faculty Senate unanimously supports full-time faculty's involvement in the hiring of adjunct instructors at RSU in order to maintain the high quality of education that students expect. To that end, the Faculty Senate supports measures that will allow university departments to advertise for adjunct positions in a variety of mediums so that a more competitive pool of adjuncts will be available for hiring consideration; the Faculty Senate supports increasing the salaries of adjuncts so that RSU is more competitive with area educational institutions; the Faculty Senate supports the involvement of full-time faculty in the retention process (*see attached memo*).

Textbook Selection for Upper-Division Courses: The Faculty Senate reviewed the policy for textbook selection in upper-division courses at RSU and will request that the Policies and Procedures Committee review and revise the policy.

Classroom Security: The Faculty Senate discussed the recent mandate by Linda Andrews, Assistant Vice President for Academic Affairs, which requires faculty to lock classroom doors following their classes because they are responsible for any equipment theft that might occur. Because faculty are not the only individuals with keys to classrooms, the Faculty Senate unanimously supports measures to either permanently install electronics in classrooms or to install security cabling for all electronic devices in classrooms (*see attached memo*).

Stratton Taylor Library: The library will be changing servers March 16-March 26, 2007. As a result, the library will not be able to check materials out/in during this time, and no cataloguing will occur. In addition, the library will be closed over Spring Break. Senators need to inform their departments of the limited services offered by the library so faculty can make appropriate plans for their classes. Electronic databases will remain available during this transition.

"Out to the Streets": Senator MaryRose Hart informed the Faculty Senate that RSU faculty, students and staff will be encouraged to participate in "Out to the Streets" on November 17th. Projects for this charity event will include everything

from cleaning up the yards of senior citizens to painting and will benefit individuals in Claremore. It is a good opportunity for RSU members to help enrich the Claremore community. Senator Hart will inform Amanda Oliveros of this event so that Oliveros can notify the Student Government Association and campus clubs and encourage student involvement.

Proposition to revise the Faculty Association Constitution: The Faculty Senate discussed the proposed changes to the Faculty Association Constitution, and will vote on these changes at the next Faculty Senate meeting. *See draft in Appendix.*

MOTIONS

Faculty Approval of Adjunct Instructors: It was moved, seconded, and passed to send a memorandum to President Wiley requesting that in order to maintain the quality of education at RSU that departments be allowed to advertise for adjunct positions in a variety of mediums so that a more competitive pool of adjuncts is available for hiring consideration; that the salaries of adjuncts be increased so that RSU is more competitive with area educational institutions; that full-time faculty be involved in the retention process for adjuncts.

Classroom Security: It was moved, seconded, and passed to send a memorandum to President Wiley requesting that electronic devices in classrooms be permanently installed, or secured by security cablings.

NEXT MEETING

The next meeting of the Faculty Senate will be November 17, 2006, at 1:45 p.m. in the Stratton Taylor Library Conference Room.

SUBMITTED BY Sally Emmons, Secretary

APPROVED December 8, 2007

ROGERS STATE UNIVERSITY FACULTY SENATE

October 13, 2006 ATTACHMENTS TO MINUTES

TO: Dr. Joe Wiley, President, Rogers State University

FROM: Paul Hatley, Chair

DATE: October 13, 2006

SUBJECT: Faculty Approval of Adjunct Instructors

The Faculty Senate unanimously supports full-time faculty's involvement in the hiring of adjunct instructors at RSU in order to maintain the high quality of education that students expect and deserve. To that end, the Faculty Senate requests that university departments be allowed and encouraged to advertise for adjunct positions in a variety of venues so that a more competitive pool of adjuncts is available for hiring consideration. Moreover, the Faculty Senate requests that full-time faculty be involved in the retention process for adjunct instructors so that quality teachers can be retained. In addition, The Faculty Senate requests that the salaries of adjuncts be increased so that RSU is more competitive with area educational institutions.

ROGERS STATE UNIVERSITY FACULTY SENATE

October 13, 2006 ATTACHMENTS TO MINUTES

TO: Dr. Joe Wiley, President, Rogers State University

FROM: Paul Hatley, Chair

DATE: October 13, 2006

SUBJECT: Classroom Security

Because of recent equipment thefts that have occurred on campus, the Faculty Senate requests that electronic equipment either be permanently installed in classrooms, or that this equipment be secured with security cabling. This will increase security and decrease theft possibilities.

CONSTITUTION of the ROGERS STATE UNIVERSITY FACULTY ASSOCIATION and FACULTY SENATE

PREAMBLE

Under the direction of the Board of Regents of Rogers State College, the faculty of Rogers State College established the Rogers State College Faculty Association and Faculty Senate. This document has been corrected (see below¹) to comply with name changes of the institution and academic departments.

ARTICLE 1: GOALS AND OBJECTIVES

Now, as in the past and in the future, a University must search for solutions to problems, political, social, educational, institutional, and financial. A faculty has a duty to participate in the alleviation of those problems and to become a creative component in the problem solving and decision-making necessary to the University. Moreover, a faculty has a duty to participate in the day-to-day affairs of the University since a faculty has responsibility for curriculum and instruction. In order to better carry out these duties and responsibilities, the Rogers State University Faculty Association and Senate espouses these goals and objectives:

- to promote a sense of collegiality among the faculty members at Rogers State University
- to improve the quality of education at Rogers State University
- to promote and safeguard academic freedoms and standards
- to promote a positive climate for discussion
- to make recommendations to the administration and the board of regents of Rogers State University on matters concerning the University

ARTICLE 2: NAME OF THE ORGANIZATION

The name of the faculty organization at Rogers State University shall be the Rogers State University Faculty Association, whose representative, governing board shall be called the Rogers State University Faculty Senate.

ARTICLE 3: FACULTY ASSOCIATION

Section 1: Membership

All full-time faculty, whose primary responsibility at Rogers State University is teaching (**suggested deletion: and who do not supervise other faculty**)(**suggested addition: , and all professional library staff**), are automatically members of the Rogers State University Faculty Association. While participation is voluntary, all members are encouraged to attend and to participate.

Section 2: Meetings

The Faculty Association shall meet at least two times per year, one meeting occurring in the fall semester and one meeting in the spring semester. The Association may meet at other times as called by the Chair of the Association.

Section 3: Quorum

No quorum is necessary for a Faculty Association meeting.

Section 4: Agenda for Faculty Association Meetings

Agenda items must be submitted to the Chair of the Faculty Association/Senate at least three working days prior to the meeting. Each item submitted must be signed; however, the author may remain anonymous on the agenda and/or in the discussion at his/her request.

The agenda for the meeting shall be prepared by the Chair and distributed to all Faculty Association members at least one working day in advance of the meeting.

Matters not included on the prepared agenda shall not come before the Association until all agenda items have been considered. At the end of the items on the agenda, other items may be presented for consideration by Faculty Association members only.

¹ Revised March 31, 1997 to reflect post merger name and department restructuring. Revised September 2, 1999 to reflect post merger name and department restructuring.

Section 5: Voting

Voting will be by ballot. The results of votes will be submitted to the Faculty Senate.

Section 6: Committees

Committees may be created by the Faculty Association to meet needs as they arise.

Section 7: Dues

Each Faculty Association member is asked to pay dues to defray costs beyond the operating budget. Such costs may include, but not be limited to, subsidizing social events, purchase of flowers and/or cards, contributions to community fund-raisers, contributions to scholarship funds, etc. The amount of dues Faculty Association members may elect to pay will be decided annually in the fall meeting of the faculty association.

Dues will be paid to the Senate/Association Treasurer on or before October 1.

ARTICLE 4: FACULTY SENATE

Section 1: Membership

The Faculty Senate, which shall function as the governing and representative board of the Faculty Association, shall be composed of Faculty Association officers and an elected representative from each academic department, those representatives hereafter to be known as Senators. Part-time faculty shall be represented by department senators.

Section 1.a.: Officers

Faculty Senate officers shall be the officers of the Faculty Association; shall be elected by the full-time faculty, as defined in this document; shall represent the Faculty Association; and shall serve as Faculty Association officers as well as Faculty Senate officers. For continuity through the academic year, membership in the Faculty Senate must be drawn from the nine-, ten-, eleven-, and twelve-month faculty.

Section 1.b.: Senators

Faculty Association members in each academic department of the University (**suggested deletion: Math and Science; Health Sciences; Applied Technology; Business; Social and Behavioral Sciences; Communications and Fine Arts**) shall serve as an election unit and elect a Senator to serve as a department representative on the Faculty Senate. For continuity through the academic year, Senators who are department representatives must be drawn from the nine-, ten-, eleven-, and twelve-month full-time faculty, as defined in this document (**suggested inclusion: except those serving as "chair" or "head" of the department**).

Terms: Elections for Senators who are department representatives will be held by the departments during or prior to the first week of school. Terms for Senators will be one year, beginning Sept. 1 and ending Aug. 31 of the next calendar year.

Section 2: Attendance

Notification shall be made to the represented department if a senator misses three meetings during his/her term.

Section 3: Meetings

The Faculty Senate shall meet at least once monthly or as called by the Chair of the Senate. Special meetings may be called at any time by the chair of the Senate.

Section 4: Quorum

A quorum shall consist of no less than one-half of the Senate membership, Senate membership being defined as all elected Senators representing departments and all Senate/Association officers.

Section 5: Agenda for Faculty Senate Meetings

Agenda items must be submitted to the Chair of the Senate at least three working days prior to the meeting. Each item submitted must be signed; however, the author may remain anonymous on the agenda and/or in the discussion at his/her request.

The agenda for the meeting shall be prepared by the Chair of the Faculty Senate and distributed to all Faculty Senate members at least three one working day in advance of the meeting.

Matters not included on the prepared agenda shall not come before the Senate until all agenda items have been considered. At the end of the times on the agenda, other items may be presented for consideration by Faculty Senate members only.

Section 6: Committees

Section 6.a.: Committee Membership

Unless otherwise restricted, committees shall be comprised of members of the Faculty Association, with the position of chair being held by a Senator or officer of the Faculty Senate.

Section 6.b.: Standing Committees

The following standing committees shall be maintained: Executive Committee, Professional Relations Committee, and Nominating Committee.

Section 6.b.1.: Executive Committee

The Executive Committee shall consist of **(possible deletion: the committee of the whole;)** the officers **(possible deletion: and Senators)** of the Faculty Senate. The Committee shall plan programs, develop policy proposals, formulate projects in professional organizational work, and interpret the Faculty Association/Senate Constitution. The Committee shall also be responsible for liaison with the Administration of the University, the Board of Regents, the Chair of the Staff Association, and the President of the Student Government.

Section 6.b.2.: Professional Relations Committee

The Professional Relations committee shall be a committee of the whole. The committee shall identify and study critical problems and issues or areas of concern to faculty members and shall keep faculty members, the Faculty Association, and the Faculty Senate informed on pending legislation and social and political trends affecting higher education.

Section 6.b.3.: The Nominating Committee

The Nominating Committee shall consist of the Senate/Association Chair and the current Senators. The Chair shall serve as Committee Chair.

The Committee will submit a proposed slate of officers, preferably with two or more candidates for each position] to the Senate at least two weeks prior to the spring Faculty Association meeting. Nominations for Faculty Association officers will be presented to the Faculty Association at the spring meeting. Nominations will also be accepted from the floor.

Absentee ballots will be available one working day prior to the election and must be returned to a Senator prior to the election. Write-in candidates will be accepted.

The members of the Committee will be responsible for counting ballots.

Section 6.b.4.: Other Standing Committees

Other standing committees may be created by a majority vote of the Faculty Senate to meet needs as they arise.

Section 6.c.: Ad Hoc Committees

Ad hoc committees may be created by a majority vote of the Faculty Senate to meet needs as they arise.

ARTICLE 5: FULL-TIME FACULTY DEFINED

Full-time faculty are those faculty on nine-, ten-, eleven-, or twelve-month contracts whose primary responsibility is teaching **(suggested deletion, and who do not supervise other faculty).** **(suggested addition: Full-time faculty who supervise other faculty, also known as department "chair" or "head" are eligible for membership in the Faculty Association but may not serve on the Faculty Senate.)**

ARTICLE 6: OFFICERS

Section 1: Election of Officers for the Association and the Senate

Election of officers for the Association, those officers also to be officers of the Faculty Senate, will be held by ballot at the spring general meeting of the Faculty Association. Only full-time faculty as defined above may vote for officers.

If an officer resigns or for other reason leaves a position, a special general election will be called by the Senate and the position will be filled as soon as possible.

Members of the Faculty Association may initiate a recall of any Faculty Association/Senate officer. Between August 1 and March 15, such recall may be initiated by written petition, that petition consisting of at least 33 1/3 percent of the Faculty Association membership. The recall may be presented at any Senate meeting, at which time the Senate will initiate proceeding for a special election to be held within 15 working days.

A proposed slate, including the officer under recall consideration and at least one other candidate, shall be distributed to all members of the Faculty Association at least five working days before the meeting.

The proposed slate will be voted on by the full-time faculty, as defined in this document, by ballot. The results will be valid only if at least 60 percent of the full-time faculty has voted.

Members of the Faculty Association who are unable to attend the meeting may vote by absentee ballot. Such ballots will be obtained from and returned to the Secretary of the Faculty Association prior to the time of the meeting.

Section 2: Terms for Officers

Terms of officers elected at the spring meeting will be for one year, beginning June 1 of the year elected and ending May 31 of the next calendar year.

Section 3: Officers

Section 3. a.: Chair

The Chair of the Faculty Association/Faculty Senate will:

- be responsible for holding required meetings;
- call additional meetings when he/she deems it proper or upon written petition signed by 10 percent of the Faculty Association membership;
- preside at all meetings of the Association and of the Senate;
- establish the meeting agenda and order of business;
- notify membership of time, place, and agenda of each meeting;
- appoint standing and ad hoc committees as required and as necessary to facilitate work and advance the purposes of the Association;
- serve as an ex-officio member of all standing committees;
- act as a liaison between the Faculty Senate/Faculty Association and the University administration and between the faculty Senate/Faculty Association and the Board of Regents;
- pass all material accumulated during the term of office to the succeeding Chair as soon as possible;
- perform other duties appropriate to the office.

Section 3.b.: Vice Chair

The Vice-Chair will:

- act as Chair in the absence of the Chair;
- serve as Chair if the office of Chair becomes vacant;
- serve as ex-officio member of all standing committees;
- pass materials accumulated during term of office to the succeeding Vice-Chair as soon as possible;
- perform other duties appropriate to the office.

Section 3.c.: Secretary

The Secretary will:

- maintain permanent records of the proceedings of all meetings,
- distribute copies of the minutes of the Faculty Senate meetings to all members of the Faculty Senate within five working days following the meeting;
- facilitate communication with the Faculty Association and with other employees of the campus (**possible deletion: by distribution of a newsletter**);

- maintain correspondence with any outside faculty associations or organizations and with any outside organizations/associations;
- pass materials accumulated during the term of office to the succeeding Secretary as soon as possible;
- send membership materials to each faculty member, including notice of any dues solicited
- keep a current list of faculty, faculty email address, and faculty status
- perform other duties as appropriate to the office.

Section 3.d.: Treasurer

The Treasurer will:

- maintain any financial records associated with the Faculty Association;
- arrange for social events and other social activities, as required;
- pass materials accumulated during the term of office to the succeeding Treasurer as soon as possible;
- solicit and collect requested dues
- perform other duties as appropriate to the office.

Section 3.e.: Parliamentarian

The Parliamentarian will:

- assist the Chair in expediting the conduct of the meetings;
- rule on whether or not correct procedures are being followed, based on *Robert's Rules of Order, Revised*;
- keep a historical record of the Faculty Association/Faculty Senate;
- pass materials accumulated during the term of office to the succeeding Parliamentarian as soon as possible;
- perform other duties as appropriate to the office.

ARTICLE 7: SUPPORT CONSULTANTS

TO THE FACULTY ASSOCIATION AND FACULTY SENATE

The Chair of the Faculty Association/Faculty Senate may appoint consultants to the Faculty Association and/or Faculty Senate. These consultants may consist of, but not be limited to, a representative from Library Services, from Admissions and Counseling, and from Educational Broadcasting.

ARTICLE 8: AMENDMENTS TO THE CONSTITUTION

Between August 1 and March 15, proposed amendments shall be initiated by written petition, that petition consisting of at least 25 percent of the Faculty Association membership. Proposed amendments shall be presented at the spring meeting of the Faculty Association for consideration.

The proposed amendment shall be distributed to all members of the Faculty Association at least five working days before the meeting.

The proposed amendment will be voted on by the full-time faculty, as defined in this document, by ballot and shall be ratified if two-thirds of the full-time faculty voting approves the amendment, providing that at least 60 percent of the full-time faculty have voted.

Members of the Faculty Association who are unable to attend the meeting may vote by absentee ballot. Such ballots will be obtained from and returned to the Secretary of the Faculty Association prior to the time of the meeting.

Upon ratification the amendment will become part of the Constitution.

ARTICLE 9: FACULTY ASSOCIATION/FACULTY SENATE OPERATING BUDGET

The Faculty Senate shall annually submit to the President of Rogers State University and to the Board of Regents an operating budget to allow for printing and other administrative costs associated with operation of the Faculty Association and Faculty Senate.

This budget will be prepared by the Faculty Association Treasurer and approved by the Senate before submission.

Rogers State University Faculty Senate Minutes December 8, 2006

The RSU Faculty Senate held a meeting December 8, 2006 at 1:15 p.m. in room 303 of the Stratton Taylor Library.

MEMBERS present were

Paul Hatley (Chair)

Sally Emmons (Secretary)

Terry Sutton (Parliamentarian)

David Newcomb (Treasurer)

Emily Dial-Driver (Senator, Communications and Fine Arts)

Kimberly Graham (Senator, Health Sciences)

MaryRose Hart (Senator, Business)

Don Glass (Senator, Math and Science)

Sharon Fernlund (Senator, Social and Behavioral Sciences)

Peter Macpherson (Senator, Applied Technology)

APPROVAL OF MINUTES

It was moved, seconded, and passed to accept the October 13, 2006, minutes.

OLD BUSINESS

There has been no response from President Joe Wiley regarding the memo in support of OneNet, and the memo regarding the surfacing of Soldier Field. Paul Hatley will send President Wiley a memo understanding regarding the old business.

NEW BUSINESS

Proposition to revise the Faculty Association Constitution: The Faculty Senate discussed the proposed changes to the Faculty Association Constitution, and unanimously voted to accept these changes. Senators will now return to their departments and ask faculty to indicate their support of the proposed changes by signing a petition. Emily Dial-Driver will provide the Faculty Senate all steps necessary for the proposed changes to be enacted.

Electronic Submission of Retirement Funds: Starting in January 2007, RSU will begin to cut retirement checks on campus; these checks will then be mailed to TIA-CREF. This will streamline the process and will eliminate several days of processing time, allowing funds to be posted to retirement accounts earlier. Faculty Senate members discussed whether this information could be relayed electronically, but the discussion was tabled until the effectiveness of the new system can be assessed.

Designated parking for the Health Center: Discussion was tabled until the Faculty Senate can assess the need for such parking with administrators at the Health Center.

Medical Reimbursement for Tax Deferred Benefits: Paul Hatley will talk to Mark Meadors about the MRA.

NEXT MEETING

The next meeting of the Faculty Senate will be January 26, 2007 at 1:45 p.m. in the Stratton Taylor Library Conference Room. **Rescheduled to February 9, 2007.**

SUBMITTED BY Sally Emmons, Secretary

APPROVED February 8, 2007